



## Early Childhood Specialist

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**JOB TITLE:** Early Childhood Specialist

**REPORTS TO:** Assistant Chancellor for Instructional Support and Educational Accountability

### **SUMMARY of POSITION:**

Under limited supervision, the successful candidate will provide instructional leadership for the early childhood programs in the EAA of Michigan. The Great Start Readiness Program Early Childhood Specialist will serve as the catalyst for continuous improvement in early childhood education, including GSRP staff supervision. The successful candidate will have specialized GSRP knowledge that is needed to fulfill this role as well as a dedication to stay current with research, best practice strategies for early learning, as well as personnel evaluation.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The person filling this position will assume responsibility for providing leadership, direction and supervision of all district level early childhood programs which will also include the following:

- Have working knowledge of all child care or Early Childhood Education Assistance Program (ECEAP) program components including components aligned to Great Start and Head Start
- Establish record keeping systems that provide accurate program information that includes data entry into child care data base or classroom documentation of student progress or behavior
- Supervise GSRP staff and support high quality GSRP programming, including the supervision of a team of Early Childhood Specialists and GSRP Lead Teachers, Associate Teachers and related staff.
- Perform ongoing personnel evaluations.
- Assist and support Early Childhood Specialists (ECS) to fulfill the requirements of GSRP, including performing PQAs and reporting data.
- Ensuring that Program Quality Assessment (PQA) data is completed per required timelines and reported to all constituents, including the EAA of Michigan, MDE and GSRP Consortium members.

- Assist in the collection and completion of necessary paperwork, documentation, narrative reports, correspondence, and evaluation measures to assure all grant requirements are met in a professional and timely manner.
- Assume responsibility for maintaining minimum licensing requirements or ECEAP Performance Standards at each Early Childhood Program site. Includes assistance with ECEAP components such as Family Support, Educational, Health and Nutrition
- Work as a liaison with building principals insuring that facilities meet health and safety standards as required by the Division of Child Care and Early Learning
- Assist Early Childhood Program staff by researching and providing technical assistance in all Early Childhood Program sites, including development or implementation of curriculum, behavioral plans for children and/or providing assistance with improvement sited by local or state ECEAP reviews
- Facilitate and deliver appropriate preschool professional development strategies for preschool classrooms as well as support reciprocal learning in the GSRP Consortium.
- Conduct Program Quality Assessments (PQA's) in GSRP sites, as needed, to ensure implementation of quality curriculum and child outcome standards.
- In collaboration with preschool teaching teams and a team of Early Childhood Specialists, design and implement PQA Continuous Improvement plans, as needed.
- Assist with the development and facilitation of formal kindergarten transition strategies within each local school district in partnership with local elementary schools and partner preschool programs.
- In Partnership with Great Start Collaborative (Early Childhood Committee), facilitate meetings of the GSRP Advisory, including sub-committees, ad hoc workgroups, local school districts and special events.
- Perform other duties as may be assigned

#### **EDUCATION AND EXPERIENCE:**

Minimum qualifications include:

- Master's degree or higher in Early Childhood Education or Child Development
- Experience in personnel evaluation, staff development, mentoring, coaching, strategic planning, data integration & analysis, and continuous improvement.
- Knowledge of the Early Childhood Standards of Quality for Pre-K and be certified as a Reliable Preschool Program Quality Assessment (PQA) through HighScope.
- Knowledge of Federal and State rules pertaining to early childhood, including the GSRP Implementation Manual, DHS Licensing, and Head Start Program Performance Standards.
- Leadership ability and cultural sensitivity to develop relationships between diverse populations and multiple agencies.
- Excellent oral and written communication skills.
- Exceptional organizational, leadership and interpersonal skills.
- Must meet all criteria for supervision of Head Start Program should grant be awarded during 2013-14 school year
- Prior experience in community-based initiatives, as well as knowledge of the local early childhood community is also preferred.

**FILING DEADLINE:** Posted until filled  
**SALARY:** Commensurate with experience  
**LENGTH OF WORK YEAR:** Twelve (12) Months  
**EFFECTIVE DATE:** Immediately

**METHOD OF APPLICATION:** All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince  
Associate Chancellor, Human Capital, Equity and Accountability  
Education Achievement Authority of Michigan  
3022 West Grand Boulevard, Suite 14-652  
Detroit, Michigan 48202

By E-mail to [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)